



# Wasatch County

Planning Department  
55 S 500 East Heber City, UT 84032  
(435) 657-3205  
planning@wasatch.utah.gov

Application #:	
Zone:	
Tax ID Number:	
Date Received:	
Received By:	
Reviewed By:	
Date Completed:	

## Application for Subdivision Plat Amendment

Application Fee: \$200.00+ Costs (Costs may include engineering review expenses and mailings)

*Note: Applicant must check off each item and provide the attached checklist with the application or it will not be processed.*

### Owner(s) of Record

Full Name:			Date:
Last	First	M.I.	
Address:			Apartment/Unit #
City			State ZIP Code
Phone:		E-mail Address:	

### Applicant or Authorized Representative (if other than above owner) to Whom All Correspondence Is To Be Sent

Full Name:		
Last	First	M.I.
Address:		
Street Address		Apartment/Unit #
City		State ZIP Code
Phone:		E-mail Address:

### Project Information

Subdivision Name:			
Project Location:			
Street Address		Subdivision/City	
Parcel Number(s)	Section(s)	Township(s)	Range(s)
Project Description: (Including number of lots or units, acreage and/or building square footage)			

Prior Approvals: (list any prior county approval/permits issued for the subject property)			

***The below checklist must be included with your application with all items checked off as complete or your application will not be processed.***

## **Subdivision Plat Amendment Checklist**

Plat amendments that do not qualify for treatment as a Boundary Line Adjustment, shall be processed in accordance with the requirements of Utah State Statute. An application including a copy of the proposed amended plat shall be submitted to the Planning Department.

### **Reason for Amendment procedure:**

- ☐ Subdivision lot combination
- ☐ Addition of lots to the plat
- ☐ Changing name or location of a road
- ☐ Other \_\_\_\_\_

### **Submittal requirements for amending a subdivision plat:**

- ☐ Submit complete application with all appropriate documentation;
- ☐ Make payment of application fees and costs;
- ☐ Provide a copy of the plat as it is now recorded with the Wasatch County Recorder
- ☐ Provide 2 paper copies of the proposed amended plat on "D" size sheet (24"x36") and 1 11" x 17" copy
- ☐ Provide a CD containing 'pdf' files of entire application
- ☐ If this is a lot combination, provide a Record of Survey for the lots (See attached letter from Wasatch County Surveyor)
- ☐ Provide a list of names, current addresses and Tax ID numbers, as listed with the Wasatch County Tax Assessor, of each land owner within the plat, as well as all property owners within 500 feet of the proposed amendment plat.
- ☐ Provide a letter outlining the request with a non-sealed, stamped envelope, addressed to each property owner of current record on the above mentioned list, and pay \$0.50 per letter charge. The Planning Department will include a letter with additional information, mail the letters, and provide a statement of mailing. Any responses from property owners will be forwarded to the Planning Commission for consideration.

After the hearing before the Planning Commission and County Council, a paper copy of the plat will need to be provided reflecting the proposed amendment (the changes to the original plat shall be clearly marked and numbered so as to allow all parties to acknowledge changes made to the original plat).

- After the submittal is deemed complete and correct, the plat amendment shall be placed on a Mylar reflecting the amendment along with the appropriate signature blocks
- Submit approved Mylar with the owner's dedication signed and notarized.
- Planning Department will circulate the Mylar for required signatures then forward it to the County Recorder's office for recordation.
- The applicant will be responsible for all recording fees charged by the County Recorder's office.

### **Please Read And Sign Before Application Submittal**

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. I also certify that I have fully completed the application and provided all of the above listed items other than those specifically deemed not necessary by the Planning Department. As the applicant for this proposal, I understand that applications will be reviewed for completeness by planning department staff. If complete, the application will be vested under laws and ordinances in place at the time the application was submitted. Incomplete applications will be returned to the applicant. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the work load of the Planning Department.

Signature of  
Owner/ Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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### **IMPORTANT:**

**Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees (such as: Special Service District, fire, out-of-pocket expenses, etc.) are paid and all items listed on the application and included checklist are provided or considered not applicable by the Planning Office. All application fees are non-refundable.**